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TAB C

FUNCTIONAL PROCESSES
WORK MEASUREMENT ANALYSIS
BASED ON MONTHLY ESTIMATED AVERAGE WORKLOAD

SEARCHING

Applicant Cases & Reinvestigations

280 cases x 1 hour per case = 280 hours per month required.
280 hours ÷ 160 hrs. (working hrs. of 1 person per month)=
1.8 persons.

25X1C

Contact, Contract [redacted]

434 cases x 9 minute average per case = 3906 minutes per month required.
3906 ÷ 9600 minutes per working month = .4 persons.
(Note: Step 1 in flow chart requires 4 minutes, step 2 requires 10 minutes - 80% of cases also require step 2 or an average of 9 minutes is required to search a case)

Name Checks

2700 cases x 2 minutes per case = 5400 minutes per month required.
270 cases x 10 minutes per case = 2700 minutes per month required. TOTAL 8100 ÷ 9600 minutes per working month = .84 persons.

Total persons required for searching 2.04 or
3 persons

TYPING

Cases - Applicant - 280
Contacts - 300
Contracts - 64
25X1C [redacted] - 70
Name Check - 126
TOTAL 840 x 3.5 minutes per case equals
2835 minutes required per month.
Other Cases 200 x 20 minutes per case equals
4000 minutes required per month.
Summaries,abstrs.etc.2000 cards x 5 minutes per card equals
6000 minutes required
TOTAL 12835 minutes required for typing
per month.

12835 ÷ 9600 minutes per working month = 1.33 or
2 persons

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FILING

Filing new cases - 1000 x 2 minutes each = 2000 minutes per month
Filing cases, locate cases, etc.- 150 per day x 30 days = 3000 per month. 3000 x 5 minutes average per case = 15,000 minutes per month
Filing reference cards 8000 per month x 1 minute = 8000 minutes per month

TOTAL 25,000 minutes per month

25,000 ÷ 9600 minutes per working month = 2.6 or 3 persons

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